

Memorandum Of Agreement

Between

Airborne Warning and Control System (**AWACS**)

Hard Disk System (**HDS**) Program Office

And

Defense Contract Management Command

(**DCMC**) Twin Cities

1. Purpose

The purpose of this memorandum is to establish responsibilities of the AWACS HDS Program Management Office (PMO) and DCMC Twin Cities Contract Office (CAO) with respect to surveillance of AWACS HDS program.

2. Scope

a. This agreement describes the responsibilities of, and working relationship between, the Program Manager and DCMC Twin Cities. It includes the surveillance activities that will be performed by DCMC Twin Cities to monitor the contractor's cost, schedule and technical performance within the purview of the contract requirements. This agreement is applicable to all AWACS HDS related contracts awarded to the Computing Devices International (CDInt'l) a Division of Ceridian Corporation, Bloomington, MN. Should inconsistencies exist between this MOA and the contract, the contract terms and conditions will take precedence.

b. A DCMC Twin Cities Program Integrator will be assigned as the focal point of support of the AWACS HDS program. The Program Integrator will be knowledgeable of the AWACS HDS involving DCMC Twin Cities, Computing Devices International critical subcontractors, Government Furnished Equipment (GFE), suppliers and inter-divisional work authorization sites.

3. Communications

a. The CAO will be party to all communication between the Program Office and the contractor. At a minimum, the DCMC Twin Cities Program Integrator will be copied on all formal correspondence regarding the AWACS HDS program at Computing Devices International.

b. The Program Integrator will serve as focal point for support of program management matters. Direct communication between functional organizations within DCMC Twin Cities and the PMO is encouraged; however, significant correspondence originated by DCMC Twin Cities will be coordinated with the Program Integrator prior to release. Copies of all correspondence between DCMC Twin Cities and the contractor shall be provided to the HDS Program Manager and the Procuring Contracting Officer (PCO).

4. Responsibility:

a. Program Manager

1. Ensure that DCMC Twin Cities is fully informed of pertinent program events, including copies of appropriate communications between the Program Office and the contractor.

2. Make written requests to the DCMC Twin Cities for requirements outside the scope of this MOA. These requests will outline specific problem areas and type of analysis required.

b. DCMC Twin Cities

1. Appoint a Program Support team headed by a Program Integrator to support the AWACS HDS program.

2. Develop and implement a surveillance plan which provides the details for accomplishing system surveillance and maintenance consistent with this MOA.

3. Provide specialized support or problem analysis.

4. Review the surveillance plan on a periodic basis to ensure that it continues to address the surveillance requirements.

5. Keep the Program Manager advised on the status of the contract and the contractor's management procedures.

5. Surveillance Plan

The Program Integrator will develop and institute a surveillance plan which will:

a. Utilize external and internal reports in performing applicable general Contract Administration Office functions per FAR 42.3.

b. Assure continuity, consistency, quality, and usefulness of the system in operation. This includes:

(1) Ensuring that the contractor's stated management procedures are, in fact, being used to manage the AWACS HDS program.

(2) Ensuring that system discipline and integrity are maintained.

c. Perform periodic reviews, evaluations and test to ensure the reliability of the contractor's procedures.

d. Report whether the schedule is followed, development tasks are being completed, shipments take place on time and data items are submitted on time and are reviewed and completed per the schedule.

e. Support program reviews, design reviews, technical reviews, material review boards, failure review boards and monitor testing performed by the contractor on development models and production hardware, firmware and software.

f. Monitor, and provide comments on engineering changes and report whether configuration is maintained on hardware and firm-ware.

g. Report whether processes are followed and maintain liaison with contractor's continuous process improvement effort.

h. Perform periodic evaluations of the contractor's estimates at completion.

i. Maintain a file of surveillance reports and correspondence with the program office and contractor.

j. Provide reports (formal or informal) on the programs status when requested by the program office. When formal reports are requested, the program office will provide the frequency, format and type of information required.

k. Evaluate Class II Engineering Change Proposals (ECPs) for proper classification and technical acceptability and coordinate with the Program Office; provide evaluation and comments to the program office for Class I ECPs.

l. Coordinate minor deviations/waivers with the program office. Examine major deviations/waivers and provide comments and recommendations as appropriate.

m. Review the contractor's drawing management system to ensure that it provides current and complete drawings.

n. Assist in Air Force Engineering Investigations (EI) of returned production systems and track EI progress.

o. Conduct production surveillance of AWACS HDS and components. Investigate hardware process or manufacturing problems involving hardware delivered under the contract.

p. Advise the PMO of production hardware status. Inform the PMO and PCO of labor disputes, strikes or other activities affecting production at the contractor's facility.

q. Provide technical comments and field pricing support as requested on cost proposals submitted by CDInt'l for the AWACS HDS program.

r. Provide periodic reports of the contractor's progress in implementing quality improvement initiatives.

s. Inform the PMO when statistical quality indicators show significant changes in quality trends.

6. Terms of Agreement

This MOA is intended to remain in force for the duration of the AWACS HDS program. This agreement will be reviewed annually and changes may be proposed by either party.

APPROVED:

J. BARLOW
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HDS Program Manager
Electronics Systems Center
Hanscom, AFB

(Date)

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CAPT, SC, USN
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